



## Louisville Metro Planning & Design Services SUBMITTAL REQUIREMENTS LDC WAIVER

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Completed "Land Development Code Waiver Application". All blanks must be filled in with the exception of "Engineer / Other". Identify waiver request with appropriate LDC Section. The owner's signature <b>is required</b> . All owners identified in the current deed <b>must</b> sign the application. |
| _____ | _____ | 2. Certification Statement, if the owner is in the form of a partnership, corporation, or company.   |
| _____ | _____ | 3. A letter of explanation for the proposed Land Development Code Waiver request with justification in accordance with the requirements listed at the end of the Land Development Code Waiver Application.   |
| _____ | _____ | 4. Label matrix and labels with names and addresses of adjoining property owners (APO). If site had a previous public hearing before the Planning Commission the names and addresses of those who spoke at the public hearing shall be provided as well. (From PVA).   |
| _____ | _____ | 6. \$160 plus \$ 1.00 per each APO notice in cash or a check made payable to Louisville Metro Finance. The check must include a current address and phone number. The \$1.00 fee for each APO does not apply if submitted in conjunction with another submittal that requires APO's.                         |
| _____ | _____ | 7. Five (5) copies of the site plan.   |

Louisville Metro Planning & Design Services  
444 South Fifth St.  
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



## Louisville Metro Planning & Design Services

### SUBMITTAL REQUIREMENTS LDC WAIVER

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

**All plans must show the following minimum information or the submittal can't be accepted**

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown.	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown.	Existing and/or proposed structures shown and identified
Site Address	Location, ownership, Deed Book & Page # of adjacent property owners
Tax Block and Lot Number	Net and Gross acreage of site
Zoning of property	If residential, provide net & gross density, and number of dwelling units
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	Off-street parking including ADA parking spaces shown
Proposed Use	Typical dimensions of parking spaces and aisles
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Parking Calculations	ILA / VUA calculations (may be shown on tree canopy plan)
Gross building footprint area	Landscape buffer areas (labeled and dimensioned)
Gross Floor Area of Buildings	Form District and Form District boundaries if nearby
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner's name and address	Drainage flow arrows
Legend	Freestanding signs shown on the plan

#### For Staff Use Only

**Date:** \_\_\_\_\_ **Staff:** \_\_\_\_\_ **Docket #:** \_\_\_\_\_

#### Do not accept application if required materials are not submitted

- \_\_\_\_\_ 8. If the above information and materials are submitted, complete the LDC Waiver log in G:\Planning\Data\logs\2004 Access Logs.
- \_\_\_\_\_ 9. Write a receipt. Total amount goes into Misc. category.
- \_\_\_\_\_ 10. For Sidewalk Waivers, copy the application and give to Transportation Plan Review to prepare Letter of Review
- \_\_\_\_\_ 11. Write the docket number in red on the lower right corner of each sheet. Date Stamp each sheet. Place material in manila file folder and put in the In-Coming Application Tray.

Louisville Metro Planning & Design Services  
444 South Fifth St.  
Louisville, KY 40202

502-574-6230

Fax 502-574-8129